



Updated June 29, 2006

ATTORNEY ISSUES		
TOPICS		
FILING FEE PAYMENTS:	DETAILS	NOTE
For new case filings, etc.	Attorneys may now pay with a credit card online through Pay.gov	However, the filing fee may continue to be paid by check over the counter or by mail
For Notice of Appeal	Attorneys may now pay with a credit card online through Pay.gov	If counsel are filing the appeal with In Forma Pauperis status, answering the IFP question with a "Y" within the event, will by-pass the Pay.gov screens
NOTICE OF ELECTRONIC FILING	DETAILS	NOTES
One free look	For each NEF recipient: attorneys who are not efilers will get one free look at the document. However, this does not constitute service	Attorneys will receive one notice of electronic filing (NEF) per filing for each email address (up to 3) designated by that attorney
FORMAT OF DOCUMENTS	DETAILS	NOTES

Exhibits	Exhibits must be named and attached as a separate attachment	Each exhibit can't be over 3 megabytes \
Exhibits (with tabs)	Attorneys should not file exhibits with the court with any tabs	Place a dividing page between exhibits with the proper exhibit no. on that dividing page. This will ensure easier scanning
E-FILING	DETAILS	NOTES
No combination documents (other than motions) will be allowed	Must file document separately	Examples: memorandum in opposition and in support must be filed as two separate documents. If a document is a combination document, attorneys will need to attach the same image to the two separate entries
E-Filed motions with multiple requests for relief	Example: motion to compel and to continue	To select from more than one motion, highlight your first choice from the drop-down list, then press and hold the Ctrl key , and click on each of the desired multiple forms of relief
E-Filed pleadings are to be entered in order	Example: E-File the motion before the memorandum in support ie: motion, memorandum in support, affidavit, declaration, exhibits, addendums, memorandum in opposition, etc.	Allows a link to the motion. This is very important. Types of messages you may see: "Refer to Existing Events(?)" or "Select the appropriate event(s) to which your event relates."
E-File in the main case/correct case	Important in consolidated cases	Query the docket sheet for review of correct case, parties, flags, etc. BEFORE E-Filing any pleading. The main case in a consolidated case will have a LEAD CASE flag

Proposed Documents	Will not be electronically filed, unless attached as an exhibit to the motion for leave to file which would allow the judge to review the proposed document	When a proposed document is submitted to the clerk's office in paper, it will probably be scanned and added to the docket as a "lodged document" possibly before the order granting leave to file the document is granted. The best practice is to retain the original of the proposed document in your office until you receive the order granting leave to file
Proposed Order(s) received in paper form at the intake counter are stamped with the "Received Date" stamp	Placed in the assigned judge's inbox for review	Processed by the clerk's office
Proposed Order(s) received via email: the attorney(s) will email proposed orders directly to the assigned judge's email box (in a Word Perfect or WORD text format for ease of modification by chambers)	Chambers reviews the proposed order, makes any needed modifications and signs the order	Processed by the clerk's office or chambers
Pro Hac Vice Motions and Orders	Attorneys may now pay the pro hac vice fee with a credit card online through Pay.gov. Local counsel will make the payment online on behalf of the pro hac vice attorney	<u>Local counsel</u> will be responsible for preparing the motion for pro hac vice admission . <u>Pro hac vice counsel</u> will be responsible for forwarding an application for pro hac vice admission, an electronic registration form (if applicable) and a proposed order for admission pro hac vice to local counsel
Terminating deadlines	Some events will allow attorney filers to terminate deadlines. If you see a screen asking you to term a deadline, MAKE CERTAIN it is the deadline you need to terminate. Call the Help Desk if you have questions	One example would be the "Request for Trial de Novo" This terms the Arbitration Hearing deadline and the Objections to Arbitration Award deadline

Attorney Notice of Hearing	Obtain a hearing date from chambers and include date and time in the docket text	The clerk's office will add the hearing deadline to the case during QC
Extra text	Adding extra text to docket entries	Keep extra text/descriptions to a minimum - no novels allowed :>). The maximum amount allowed is 255 characters
Response/Reply in Opposition to Motion	E-File using correct event. Choose Response/Replies	Choose the event entitled Memorandum in Opposition
Response/Reply in Support of Motion	E-File using correct event. Choose Response/Replies	Choose the event entitled Memorandum in Support
Other Types of Responses - NOT TO MOTIONS	Choose the correct docketing category	Choose Other Answers/Responses (these are not in response to a motion) Example: Affidavit in Support of Bill of Costs
Consolidated Cases	Query the docket sheet first to ensure you have the correct case number. E-File in the lead case only .	Look for LEAD CASE, CONSOLIDATED flags on docket to ensure entry is made on the correct case
PARTIES	DETAILS	NOTES
Adding parties	Attorneys are not allowed to efile any document that would add a party. The document must be filed in paper with the clerk's office	The clerk's office staff will docket the pleading ie: Complaint, Counterclaim, Crossclaim or 3 rd Party Complaint
SEALED FILINGS/EX PARTE	DETAILS	NOTES
Ex Parte Motions (Unsealed)	Choose the "ex parte" description from the drop down list	These documents will NOT be sealed
SEALED Ex Parte Motions	The court will NOT allow attorneys to e-file sealed documents in CM/ECF	Attorneys cannot E-File or view any sealed cases or documents. NEFS will not go out in sealed cases or for sealed entries in unsealed cases

SEALED Documents	It is the attorney's responsibility to file sealed documents properly with the clerk's office. No sealed documents will be electronically E-Filed by any attorney or party	The SEALED designation must be clearly visible on the face of the sealed document (place all sealed documents in an envelope with the cover sheet taped around all the edges). Please refer to Local Rule DUCivR 5-2 (d). The sealed document will be placed in the assigned docket clerk's inbox for scanning, converting to PDF, docketing and processing. The paper copy of the sealed document will be placed in the sealed room. Any sealed orders will be mailed to all counsel/parties via first class mail
REDACTED Documents	If an attorney chooses to file a redacted document, there are docketing events to allow them to do so	The event are found in Other Filings>Other Documents>Redacted Document, both in Civil and Criminal
FILING PAPER DOCUMENTS with Court	The attorneys will E-File a "Notice of Conventional Filing"	Examples: oversize exhibits, transcripts, voluminous documents too large to scan
SEALED MOTION vs. MOTION TO SEAL	Sealed Motions are filed in paper with the Court. Motions to Seal another document can be electronically filed and the document would be filed in paper upon the order being granted	Examples: Sealed Ex Parte Motion - filed in paper with the clerk's office Motion to Seal Transcripts - filed electronically and the transcripts would be filed in paper upon the order granting the motion